



ANNOUNCEMENT OF RECRUITMENT PLEASE POST

CLERICAL ASSISTANT I

Part-time

Bilingual (English/Spanish) desired

THE POSITION: Under close supervision to perform a wide variety of general clerical duties in the support of various divisions of the Parks & Community Services Department. Position has public contact both in person and by telephone and responsibility for general clerical duties which include filing, data entry, preparing word processing documents, and assisting in the preparation and distribution of documents; and performs related duties as required.

\$12.00 per hour; up to 20 hours per week.

QUALIFICATIONS: High School Diploma or G.E.D. Typical qualifying experience is one year of progressively responsible clerical experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Bi-lingual (English/Spanish) desired. Must be able to type 35 WPM; **typing certificate obtained within the last six months must be attached to the completed application.**

License required: Possession of a valid and appropriate California Driver's License.

THE PROCESS: Applications will be reviewed and evaluated; applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further. All applicants will be advised on their status in the selection process. The selection process may include written/practical examination, oral board interview, department interview, background investigation, drug screening, and any other testing that may be deemed necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, ph. 591-5900. Application deadline is **5:00 p.m. on Friday, August 2, 2019**. A City application is required. Postmarks are not accepted. www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.*

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, age, national origin, sexual orientation or disability.*

*The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

**CITY OF DINUBA
JOB DESCRIPTION**

**CLERICAL ASSISTANT I
PART-TIME**

DEFINITION: Under close supervision to perform a wide variety of general clerical duties in an assigned department. Position will have public contact both in person and by telephone and will be responsible for general clerical duties which include filing, data entry, preparing and processing documents; maintain, assemble files and/or distribute a variety of documents such as reports, correspondence, permits, applications, specifications and records and performs related duties as required.

EXAMPLE OF DUTIES

Incumbents in this class normally work under close and continuous supervision performing a group of repetitive or closely related duties according to established procedures.

Duties may include but are not limited to responding to requests for information from the general public, or other internal departments, and employees; answering routine questions, directing visitors to appropriate locations. Also performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls, taking and transmitting messages; distributing mail, making photocopies, typing, document scanning, and filing. Types, enters data, or word processes routine documents and information; compiles data for routine reports. May receive, sort, and distribute a variety of correspondence, records, and information to appropriate personnel and the general public. Also, may process a variety of forms and paperwork, using established procedures; files documents alphabetically, numerically, or by other prescribed method; accepts payment of fees; maintains and processes cash records; and may perform other duties of a similar nature or level as required.

QUALIFICATIONS

Knowledge of:

- Safe work practices;
- Inventory maintenance principles;
- Spelling and grammar principles;
- Basic filing and recordkeeping principles;
- Modern office procedures;
- Basic mathematical concepts;
- Customer service principles

Skills:

- Using computers and related software applications;
- Filing and typing;
- Providing customer service;
- Prioritizing work;
- Performing multiple tasks simultaneously;
- Entering information into a database;
- Maintaining various records and files;
- Communications, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction;
- Ability to type 35 words per minute.

EDUCATION/TRAINING/EXPERIENCE:

High School Diploma or G.E.D. Typical qualifying experience is one year of progressively responsible clerical experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Bi-lingual (English/Spanish) desired.

License required: Possession of a valid and appropriate California Driver's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light, sedentary work - Lifting, carrying or pulling up to approximately 25 pounds; maintain a neat, professional appearance; occasional meetings during evening hours; travel in the local area; noise level in the working environment is quiet to moderately noisy.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CITY OF
DINUBA
Together, A Better Community
CALIFORNIA • 1906

HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: _____

NAME:				
	Last Name	First Name	Middle	
ADDRESS:				
	Street/P.O. Box	City	State	Zip Code
TELEPHONE: ()	()	()	()	
	Home	Business	Cell	
EMAIL ADDRESS:				

DRIVER'S LICENSE NUMBER: _____ CLASS: _____ STATE: _____ EXPIRES: _____
 Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? ☐ Yes ☐ No

Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

[illegible]

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List languages you speak fluently other than English:	

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will **not** be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete to the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: _____ Signature of applicant: _____

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: _____

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?			
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<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____

<i>NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING</i>

RACE/ETHNIC DATA			
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<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA	
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<input type="checkbox"/> Male	<input type="checkbox"/> Female
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